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**From:** Michael Jerger <MJerger@imis.gov>  
**Sent:** Tuesday, March 21, 2017 8:20 AM  
**To:** IMLS Staff  
**Subject:** IMLS talking points and FAQ's re: FY2018 budget proposal

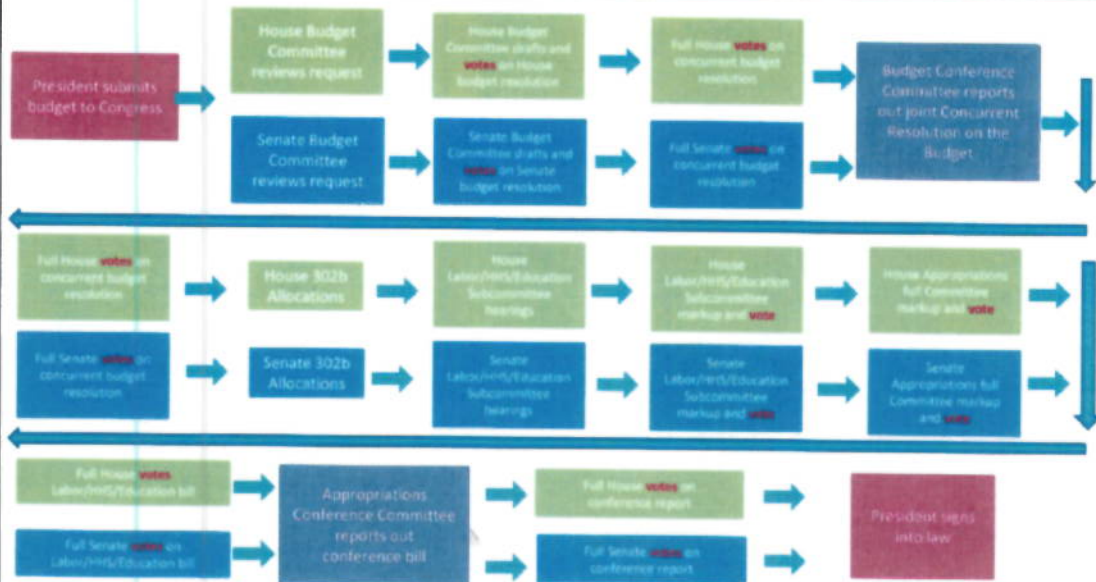
**Follow Up Flag:** Follow up  
**Flag Status:** Flagged

Good morning Staff,

Below you will find some talking points and FAQ's regarding the recent FY2018 budget proposal. Please note that these documents are for IMLS employees only and should not be disseminated outside of the Agency. We will continue to update these documents as new questions arise, so please continue to email me if you receive questions from grantees, etc. that are not covered within these documents.

Thank you,  
Mike

# Appropriations Process Steps



## **STAFF TALKING POINTS – INTERNAL USE ONLY, NOT FOR DISSEMINATION**

Please consider the following basic talking points and common sense operating principles as we anticipate the upcoming budget process.

As we discussed this week, please remain sensitized about when you are functioning as – or may be perceived to be acting as -- an IMLS employee/representative. When you are communicating at work, via IMLS email, on the phone, or otherwise, please be cognizant of the limits of what we may say. Even when away from work, please remain aware of when you may be identified with IMLS or as an IMLS employee and proceed accordingly. What IMLS may say at this juncture is that the President's FY2018 proposed budget indicates that IMLS is to be eliminated. We understand that the next step is for this proposed budget to go to Congress. In the meantime, IMLS will continue to operate through the current FY2017 cycle and Continuing Resolution period.

### Response to President's Proposed Budget

- \* The President's FY 2018 budget blueprint proposes the defunding and elimination of the Institute of Museum and Library Services.
- \* We are deeply concerned because we see our funding support actively making a difference in our Nations' communities. Indeed, museums and libraries throughout the nation provide critical resources and services that contribute significantly to Americans' economic development, education, health and well-being. The grants and programs that IMLS administers are helping libraries and museums make a tremendous difference in the communities they serve, whether by facilitating family learning, sustaining cultural heritage or by stimulating economic development through job training and skills development.

### The Budget Process

- \* The President's budget request is the first step in the budget process. There are many steps in the process and we are just at the beginning (see the attached document highlighting the appropriations process steps).
- \* The next step in the budget process is for Congress to consider the President's request and then determine how much funding, if any, they will appropriate to IMLS for FY2018. The request is first considered by appropriations committees in both the House of Representatives and the Senate, and ultimately must be acted upon by the full House and Senate in the form of appropriations bills. This process often takes many months to complete before Congress sends the funding legislation to the president for final consideration. Thus we may not have certainty until late summer or early fall 2017.
- \* We are not going to speculate on what will happen in Congress.

### IMLS operations

\* Our FY 2017 operations remain unchanged based on information we currently have. The agency continues to operate as usual and will do so until additional funding for FY 2017 is enacted by Congress. We will continue to make FY 2017 grant awards up until April 28<sup>th</sup>, or when a full-year budget or additional FY2017 CR is enacted.

### Questions about "how can we help?"

\* This is a difficult budget year and we appreciate your willingness to support the agency and the museum and library communities. However, as a federal government agency, the IMLS cannot engage in advocacy, either directly or indirectly. We do expect this news to be an active topic of discussion among individuals and organizations that advocate for museum and library communities. We will continue to actively educate about the IMLS's vital role in serving our nation's communities.

### This language can be shared via email or used as a talking point.

The President's FY 2018 budget blueprint proposes the elimination of the Institute of Museum and Library Services. With that said, our FY 2017 operations remain unchanged under the current Continuing Resolution budget. The President's budget request is the first step in a very long budget process. The agency continues to operate as usual and will do so until a new budget is enacted by Congress.

### Posted on *Apply for a Grant* and *Guidelines* pages on [imls.gov](http://imls.gov)

The President's FY 2018 budget blueprint proposes the elimination of the Institute of Museum and Library Services. With that said, our FY 2017 operations remain unchanged through April 28, 2017, when the current federal continuing resolution (CR) is set to expire. We continue to make FY 2017 grant awards through the CR date, and will continue to honor all obligated grant funds made to date. The President's budget request is the first step in a very long budget process. The agency continues to operate as usual and will do so until additional FY 2017 appropriations are enacted by Congress.



EMAIL Response to constituents.

Dear [NAME],

Thank you for contacting the Institute of Museum and Library Services (IMLS). We were disappointed to learn that the President's FY 2018 budget blueprint proposes the elimination of IMLS. However, the President's budget request is the first step in a very long budget process. At this time, the agency continues to operate as usual and will do so until a new budget is enacted by Congress.

The IMLS's support of museums and libraries plays an important and unique role in our country, in preserving and providing access to collections and content; and promoting museum, library and information service policies that ensure access to information for all Americans. The grants and programs that the IMLS administers are powerful examples of how vital a role museums and libraries play in our country.

We expect this news to be an active topic of discussion among individuals and organizations that advocate for museums and libraries.

As a federal government agency, the IMLS cannot engage in advocacy, however, we will continue to actively educate about the IMLS's vital role in serving our nation's communities. To learn more about the work of the IMLS and to keep up to date on our latest news, we encourage you to follow the IMLS on Facebook, Twitter, and Instagram, as well as our website [www.imls.gov](http://www.imls.gov).

Thank you again for reaching out to the IMLS.

## Grantee FAQ's for IMLS Staff Use – Internal Use Only, Not for Dissemination

- **Can current IMLS grantees continue to work on their IMLS funded project?**
  - Grantees may continue to work on their previously approved IMLS grant, only incurring appropriate obligations and/or expenses up to the award amount on their official award notification letter, **AND** only in accordance with their IMLS approved budget plan and timeline in the award.
- **Can grantees continue to request modifications/changes to their current award?**
  - Yes, grantees may request modifications/changes to their current award as outlined in the terms and conditions of the award.
- **Will IMLS staff be available to communicate with grantees and applicants?**
  - Yes, IMLS staff will be available, both by email and telephone, to answer any questions on open IMLS grants and the FY2017 application process.
- **Will Grants.gov be available?**
  - Grants.gov will remain available for submitting applications, and FY2017 IMLS Notice Funding Opportunities will continue to be posted. IMLS will accept applications in accordance with the information and deadlines in the posted Notices of Funding Opportunities. We are awaiting guidance from the Office of Management Budget on posting any FY2018 grant competitions.
- **How do we respond to questions from potential applicants to FY2018 funding programs?**
  - For questions pertaining to FY2018 Notice of Funding Opportunities or the 2018 appropriations process please contact Mike Jerger, IMLS Chief Operating Officer, [mjerger@imls.gov](mailto:mjerger@imls.gov), 202-653-4721.
- **Can grantees continue to submit grant reports and/or reimbursement requests?**
  - Grantees may continue to submit the appropriate reports and/or reimbursement requests (SF270's) to [Grantsadmin@imls.gov](mailto:Grantsadmin@imls.gov) and [imlsreporting@imls.gov](mailto:imlsreporting@imls.gov). These reports will be addressed by the appropriate staff at the IMLS office.

- **Will current grantees continue to receive payment reimbursements or advances?**
  - Yes, IMLS will follow our normal payment policies for all open grants.
  - Please note that, like most Federal agencies, IMLS has FY2017 operating funds through the current continuing resolution that expires on April 28, 2017. While grantees may continue to incur financial obligations and expenses after April 28, 2017 in accordance with their grant funding, reimbursements may be delayed if IMLS does not receive operating expenses after April 28, 2017. Further communication will be provided if a federal budget for FY2017 is not passed by this date.
- **What is the status of FY2017 applications that have already been received? Will these competitions continue?**
  - Yes, IMLS will continue with its normal review cycle of the FY2017 applications. As noted above, IMLS is operating under a continuing resolution for funding in FY2017 through April 28, 2017. Like the majority of federal agencies, additional appropriations must be passed prior to this date for FY2017 operations, including grant competitions, to continue.
- **If IMLS is not funded in FY2018, will grantees be able to finish their projects, and who will they communicate with regarding modifications/change?**
  - If IMLS is not funded in the normal appropriations process in FY2018, Congress must appropriate federal dollars to IMLS to conduct an orderly shutdown of the Agency. Further guidance would be issued to IMLS by the Office of Management and Budget

(OMB) if this were to occur, including specific guidance with respect to open grants and contracts.

- **How do we respond to grantees or applicants/others who ask how they can help with the current budget challenges for our agency?**
  - We appreciate your concern. While as a federal agency, IMLS cannot support or participate in advocacy efforts, professional and non-governmental associations may be engaged in discussions on this. It's always appropriate for you to share information about your IMLS-supported projects and the ways in which the grants and information you have received have delivered services to the public, in response for requests for information.

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**From:** Kathryn Matthew  
**Sent:** Monday, February 12, 2018 12:01 PM  
**To:** imlsstaff@imls.gov  
**Subject:** President's FY 2019 budget request--public information/staff talking points  
**Attachments:** Staff Talking Points for FY2019 Budget Proposal\_Feb 2018 INTERNAL.DOCX

**Follow Up Flag:** Follow up  
**Flag Status:** Flagged

Dear staff,

We just posted a statement on the FY 2019 budget request; you may view it [here](#). The public FAQ page can be found [here](#) as well.

Attached are staff talking points for internal use only. Again, please let Mike and Elizabeth know if you have any questions.

Thank you again for all that you do on behalf of the libraries, museums and their communities across our nation.

Kit



## The President's FY 2019 Budget Request: Internal IMLS Staff Talking Points

This document is for internal use only. Do not disseminate.

As we discussed this week, please remain sensitized about when you are functioning as – or may be perceived to be acting as – an IMLS employee/representative. When you are communicating at work, via IMLS email, on the phone, or otherwise, please be cognizant of the limits of what we may say.

Even when away from work and on your personal social media, please remain aware of when you may be identified with IMLS or as an IMLS employee and proceed accordingly. What IMLS may say at this juncture is that the President's FY 2019 proposed budget indicates that IMLS is to be eliminated. We understand that the next step is for this proposed budget to go to Congress. In the meantime, IMLS will continue to operate through the current FY 2018 cycle and Continuing Resolution period. You may refer others to the public FAQ page and the IMLS statement.

### What happens if I get a call or an email about the budget?

You may use the talking points below to respond, and please track your response in this shared Communications spreadsheet. This helps us gain an accurate read on the agency's communications about the budget as a whole for reporting purposes.

If you are contacted by a member of the media, please refer them to Giuliana Bullard ([gbullard@imls.gov](mailto:gbullard@imls.gov), x4799). You may also direct any other questions from grantees, partners, or the public to Elizabeth or Giuliana as well. Our public phone number is 202-653-4757.

### Response to President's Proposed Budget

- The President's FY 2019 budget proposes the orderly shutdown and eventual elimination of the Institute of Museum and Library Services beginning October 1, 2018.
- We're disappointed that for a second year, the President's budget request did not provide funding for the continuation of IMLS activities for the next fiscal year. In the meantime, the agency will continue normal grantmaking operations with allocated FY 2018 funds.

### The Budget Process

- The President's budget request to Congress is the first step in a long budget process. There are many steps in the process and we're just at the beginning. Here is a [flowchart](#) illustrating this.

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- The next step in the budget process is for Congress to consider the President's request and then determine how much funding, if any, they will appropriate to IMLS for FY 2019. The request is first considered by appropriations committees in both the House of Representatives and the Senate, and ultimately must be acted upon by the full House and Senate in the form of appropriations bills.
- This process often takes many months to complete before Congress sends the funding legislation to the president for final consideration. We may not have certainty until late summer or early fall 2018.
- We can't speculate on what will happen in Congress.

### IMLS Operations

- Our FY 2018 operations remain unchanged based on information we currently have. The agency continues to operate as usual and will do so until additional funding for FY 2018 is enacted by Congress. We will continue to make FY 2018 grant awards until March 23, or when a full-year budget or additional FY 2018 CR is enacted.

### Questions about "how can we help?"

- This is a difficult budget year and we appreciate your willingness to support the agency and the museum and library communities. However, as a federal government agency, IMLS can't engage in advocacy, either directly or indirectly.
- We do expect this news to be an active topic of discussion among individuals and organizations that advocate for museum and library communities. We will continue to actively educate about the IMLS's vital role in serving our nation's communities.
- Refer them to the [public FAQ page](#).

### The following language can be shared via email or used as a talking point:

The President's FY 2019 budget proposes the elimination of the Institute of Museum and Library Services. With that said, our FY 2018 operations remain unchanged under the current Continuing Resolution budget. The President's budget request is the first step in a very long budget process. The agency continues to operate as usual and will do so until a new budget is enacted by Congress.

The President's FY 2019 budget request proposes the elimination of the Institute of Museum and Library Services. With that said, our FY 2018 operations remain unchanged through March 23, when the current federal continuing resolution is set to expire.

We continue to make FY 2018 awards through the CR date, and will continue to honor all obligated grant funds made to date. The President's budget request is the first step in a very long budget process. The agency continues to operate as usual and will do so until additional FY 2018 appropriations are enacted by Congress.

## Email Response to Constituents

Dear [NAME],

Thank you for contacting the Institute of Museum and Library Services. We were disappointed to learn that the President's FY 2019 budget request proposes the elimination of IMLS. The President's budget request is the first step in a long budget process. At this time, the agency continues to operate as usual with FY 2018 allocated funds, and will do so until a new FY 2019 budget is enacted by Congress.

We've prepared a FAQ page for questions you might have; you can view it [here](#).

We expect this news to be an active topic of discussion among individuals and organizations that work with museums and libraries. As an Executive Branch agency, however, we can't engage in advocacy. We will continue to share information about IMLS's programs and vital role in serving the museums, libraries, and communities of America.

Thank you again for reaching out.

# IMLS DIRECTOR DR. KATHRYN K. MATTHEW'S STATEMENT ON THE PRESIDENT'S PROPOSED FY 2019 BUDGET

[Facebook](#)

[Twitter](#)

[Email](#)

Monday, February 12, 2018

**FOR IMMEDIATE RELEASE**

Contact: Giuliana Bullard

202-653-4799, [gbullard@imls.gov](mailto:gbullard@imls.gov) (link sends e-mail)

## **IMLS Director Dr. Kathryn K. Matthew's Statement on the President's Proposed FY 2019 Budget**

Washington, DC – Today, the President released a budget request to Congress for FY 2019 that proposes funding for the orderly closure of the Institute of Museum and Library Services.

This is the first step for the FY 2019 federal budget, and we will provide information to the Office of Management and Budget and Congress throughout the process as requested. We are disappointed that for a second year, the President's budget request did not provide funding for the continuation of IMLS activities for the next fiscal year. In the meantime, the agency will continue normal grantmaking operations with allocated FY 2018 funds.

The libraries and museums across our nation provide essential programs, services, and resources to the public. As the primary source of federal funding for museums and libraries, IMLS grants make a difference in communities of all sizes, from rural to urban, in every U.S. state and territory. For example, IMLS ensures public library services for all



# FAQS ON FY 2018 IMLS OPERATIONS AND THE PRESIDENT'S FY 2019 BUDGET REQUEST

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[Email](#)

## **Is IMLS closed?**

No, IMLS remains open. The agency continues to operate and will do so until a FY 2019 budget is enacted by Congress. Our FY 2018 operations remain unchanged.

## **Will IMLS continue to make grants?**

We will continue to make FY 2018 awards and honor all obligated grant funds. Payments to grantees and contractors will also continue in accordance with the terms and conditions of the grant or contract.

FY 2018 Notice of Funding Opportunities will continue to be posted on [Grants.gov](#) (link is external), and IMLS will continue its normal review process for current applications. You may view our open grants [here](#).

## **What does the budget request mean for IMLS?**

The request proposes that Congress eliminate funding for several independent agencies, including IMLS. The budget proposal requests only enough funding to cover IMLS administrative expenses for an orderly shutdown of the agency beginning in FY 2019, October 1, 2018.

The President's FY 2019 budget request is the first step in a long process. Here's a [flowchart](#) that illustrates this.

## **Can IMLS advocate for its budget?**

As an Executive Branch agency, IMLS reports to the President and his administration, and may not engage in advocacy activities.

### **How does IMLS communicate about its work?**

IMLS communicates about the agency's vital role in serving America's museums, libraries, and their communities. The agency continues to:

- Post information on [imls.gov](http://imls.gov) that tells the story of how IMLS grants are making an impact across America;
- Share materials with the media, partners, and general public;
- Respond to requests from Members of Congress and their staff.

### **How can IMLS partners or grantees talk about the value of IMLS?**

IMLS grantees and partners may educate others about the role and impact of IMLS by crediting the agency for any funded grants, or by sharing stories of IMLS grants:

- On any materials that describe a project funded by IMLS;
- On signage at an event or in a venue that promotes an IMLS-funded project;
- In local media stories or op-eds;
- By linking to IMLS materials on their website;
- On Twitter with [@USIMLS](https://twitter.com/USIMLS) (link is external) and [#IMLSgrant](https://twitter.com/IMLSgrant) (link is external) and by tagging IMLS on Facebook.

### **How can I find out more about IMLS grants?**

As the primary source of federal funding for museums and libraries, IMLS grants make a difference in communities of all sizes, from rural to urban, in every U.S. state and territory. IMLS ensures public library services for all Americans, helps preserve the heritage of our nation, and provides critical funding for literacy and workforce development programs. IMLS achieves this with a small budget of \$231 million, very low administrative overhead, and a track record of congressionally recognized excellence.

Finding Information on Data and IMLS Grants is a walkthrough to finding information about our awarded grants and data collection activities. The Awarded Grants Search, Project Profiles, and the IMLS blog are available as resources.

You may also follow us on Facebook (link is external) and Twitter (link is external), and sign up for our newsletter, Primary Source, and the latest updates via email.

**I have additional questions. How can I get in touch?**

Please contact the IMLS Office of Communications at 202-653-4757 or imlsnews@imls.gov (link sends e-mail) with any questions or comments. You may also reach us on Twitter (link is external) and Facebook (link is external).

Content last reviewed on  
February 12, 2018

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**From:** Elizabeth Holtan  
**Sent:** Monday, February 12, 2018 12:08 PM  
**To:** imisstaff@imls.gov  
**Cc:** Michael Jerger;Giuliana Bullard;Kathryn Matthew  
**Subject:** RE: President's FY 2019 budget request--public information/staff talking points

Hi, all:

We are asking that if you receive any calls, emails, or questions about the budget, that you record them in the agency's shared tracker:

Giuliana and I are here if you have any questions. As a reminder, if you are contacted by a member of the media, please do refer them to us.

Many thanks for your help,  
Elizabeth

**Elizabeth Holtan**  
Communications Manager  
Institute of Museum and Library Services  
955 L'Enfant Plaza North, SW, Suite 4000  
Washington, D.C. 20024  
P: 202-653-4630 | C: 202-330-6193  
[Website](#) | [Twitter](#) | [Facebook](#)

**From:** Kathryn Matthew  
**Sent:** Monday, February 12, 2018 12:01 PM  
**To:** imisstaff@imls.gov  
**Subject:** President's FY 2019 budget request--public information/staff talking points  
**Importance:** High

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Thank you again for all that you do on behalf of the libraries, museums and their communities across our nation.

Kit





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**From:** Elizabeth Holtan  
**Sent:** Monday, February 12, 2018 2:10 PM  
**To:** imlsstaff@imls.gov  
**Subject:** RE: President's FY 2019 budget request--public information/staff talking points

**Follow Up Flag:** Follow up  
**Flag Status:** Flagged

All--

No need to worry about small, passing mentions in person, but direct requests or comments via email and phone would be great. Thanks for helping us record IMLS's inquiries again this year—appreciate it.

Elizabeth

**Elizabeth Holtan**  
Communications Manager  
Institute of Museum and Library Services  
955 L'Enfant Plaza North, SW, Suite 4000  
Washington, D.C. 20024  
P: 202-653-4630 | C: 202-330-6193  
[Website](#) | [Twitter](#) | [Facebook](#)

**From:** Elizabeth Holtan  
**Sent:** Monday, February 12, 2018 12:08 PM  
**To:** imlsstaff@imls.gov  
**Cc:** Michael Jerger <mjerger@imls.gov>; Giuliana Bullard <gbullard@imls.gov>; Kathryn Matthew <kmatthew@imls.gov>  
**Subject:** RE: President's FY 2019 budget request--public information/staff talking points

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Many thanks for your help,  
Elizabeth

**Elizabeth Holtan**  
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